

CALHOUNCOUNTY/JACKSON COUNTY SUBMITTING BIDS/PROPOSALS INSTRUCTIONS

Vendors submitting a bid/proposal to Calhoun County must follow these steps:

1. **Register as a vendor** with the County by means of this link:

<http://www.calhouncountymi.gov/vendors/registration>

After completing a brief company profile, you will be asked to categorize the product(s) and/or services you provide. For this project, register (at a minimum) under this code: **070.00**. Completing this registration will add you to the County's vendor database. Once registration is complete, you can be assured of receiving emailed notice of all addenda or questions/answers pertaining to this project, and of future solicitations within your category(s) of commodity/services.

If already registered, review your on-line profile and revise to current information.

2. **Download the bid document** by accessing the following link:

http://www.calhouncountymi.gov/government/administrative_services/bid_opportunities

3. **Register your intent to bid** on this project also at the site of the above link. (*Registration of intent does not need to occur at the time of the document download.*) Should you elect not to submit a bid after registering your intent to bid, notify the Purchasing Office of your change in status at: lobrig@calhouncountymi.gov

***VENDORS ARE ENCOURAGED TO REGISTER WITH THE
COUNTY UPON RECEIPT OF THIS SOLICITATION.***

**CALHOUN/JACKSON COUNTY
REQUEST FOR BID
CALHOUN COUNTY ADMINISTRATOR'S OFFICE
PURCHASING DIVISION
(269) 781-0981**

ISSUE DATE: *THURSDAY, JULY 28, 2016*

DUE DATE: *TUESDAY, AUGUST 16, 2016*

PROJECT: *2017 ¾ TON PICK UP TRUCKS-JCDOT*

This Request for Bid/Proposal is being made jointly by Calhoun County and Jackson County. Calhoun County is acting as lead purchasing agency for both counties for the purposes of this Bid and all submissions will be made to Calhoun County purchasing division. All references contained herein to "county" shall be construed to mean Calhoun County and/or Jackson County unless a specific county is designated by name. This Request, together with all pages, documents, and attachments contained herein or subsequently added or made a part hereof, submitted as a fully and properly executed bid, shall constitute a contract between Calhoun County and Jackson County, subject to the limitations set forth herein and any specific quantities that each County may commit to herein and the successful and most responsible bidder, as determined by Calhoun County acting as the agent for both Counties and when approved and accepted by the County of Calhoun.

1. **BID SUBMISSION:**

- A. Bids must be submitted in complete original form by mail or by messenger in a sealed envelope to the following address:

**CALHOUN COUNTY BUILDING
ADMINISTRATOR'S OFFICE, PURCHASING DIVISION
315 WEST GREEN STREET
MARSHALL, MI 49068**

All bids received shall be noted as such on the outside of the envelope:

BID: *2017 ¾ TON PICK UP TRUCKS-JCDOT; RFB#120JX-16*

DUE DATE: *TUESDAY, AUGUST 16, 2016; 3:00 P.M. (Local time)*

2. PREPARATION OF BIDS

- A. The bid shall be legibly prepared in either ink or by typewriter.
- B. Should the bidder find it necessary to alter the Bid/Contract, such alterations shall be crossed out with ink, and the correction entered directly above the date in ink by the bidder.
- C. The bid shall be legally signed and the complete address of the bidder provided thereon.

3. FAIR EMPLOYMENT PRACTICES

Any vendor engaged in this contract shall conform to Public Act 453, 1976, as amended, "Michigan Civil Rights Act", the Civil Rights Act of 1964, the Equal Opportunity Employment Act of 1973 inclusive of subsequent amendments and the Federal Rehabilitation Act of 1973, Section 504.

4. EXPLANATION TO BIDDERS

Any significant explanation desired by a bidder, regarding the meaning or interpretation of the Request for Bid and attachments, must be requested in writing and with sufficient time allowed for a reply to reach all prospective bidders before the submission of their bid. Any information given to a prospective bidder concerning the bid will be furnished to all prospective bidders as an amendment or an addendum to the bid if such information would be of significance to uninformed bidders. The County shall make the sole determination as to the significance of the information. Oral explanation or instructions given before the award of the contract shall not be binding.

5. INQUIRIES

Questions that arise as a result of this RFB must be submitted in writing to the issuing office via Email by ***Tuesday, August 2, 2016; 5:00 p.m.*** All questions and answers will be posted to the Calhoun County website and all vendor registrants will receive an email notification by ***Thursday, August 4, 2016; 5:00 p.m.*** that the information is available for downloading. Any correspondence related to a solicitation should refer to the appropriate Request for Bid number, page and paragraph number. Questions must be addressed to:

Calhoun County Administration, Purchasing Division
Leslie R. Obrig, Purchasing Coordinator
E-MAIL: lobrig@calhouncountymi.gov

6. TAXES

Except as may be otherwise provided in the bid, the County is exempt from Federal Excise and State Sales Tax, and such taxes shall not be included in the bid process. Federal Exemption Certificates will be furnished if so requested.

7. WITHDRAWAL OF BID

Bids may be withdrawn prior to the exact time set for receipt of bids in person by a bidder or the bidder's authorized representative, provided the representative's identity is made known and the representative signs a receipt for the proposal documents.

8. RESPONSIVE BID

All pages and documents and the information requested herein, must be furnished completely in compliance with the instructions. The manner of submission is essential to permit prompt evaluation of all bids on a fair and uniform basis. The County reserves the right to accept or reject any or all bids and to waive informalities and irregularities in bids or bidding procedures, and to accept any bid determined by the County to be in the best interests of the County, even though not the lowest bid. Bids shall remain valid for thirty (30) days from opening. Any bid received at the office herein designated after the exact time specified for receipt will not be considered.

9. ALTERNATE BIDS

Bidders are cautioned that any alternate bid, unless specifically requested; or, any changes, insertions, or omissions to the terms and conditions, specifications, or any other requirements for the bid, may be considered non-responsive and at the option of the County, result in the rejection of the bid. The County reserves the right to accept or reject any or all bids, to waive or not to waive informalities and irregularities in bids or bidding procedure, and to accept any bid determined by the County to be in the best interests of the County, even though not the lowest bid.

10. AWARD OF CONTRACTS

A. The contract will be awarded to the most responsible bidder whose bid conforming to this solicitation will be most advantageous to the County; price and other factors considered.

- B. The County reserves the right to accept or reject any or all bids and to waive informalities and irregularities in bids or bidding procedures, and to accept any bid determined by the County to be in the best interests of the County, even though not the lowest bid.
- C. The County reserves the right to postpone the bid opening for its own convenience.

11. INDEMNITY CLAUSE

The bidder will indemnify, save harmless and exempt the County, its officers, agents, servants, and employees from and against any and all suits, actions, legal proceedings, claims, demands, damages, costs, expenses, and attorney fees incidental to any work done in the performance of the contract. The bidder will not be liable for any claims, demands, damages, costs, expenses or attorney fees arising out of an act or omission on the part of the County, its officers, agents, servants, and employees.

12. SPECIFICATIONS

A. INTRODUCTION

Jackson County is seeking bids for the purchase of seventeen (17) 2017 ¾ ton 2500 HD Full Crew Cab 4WD pickup trucks. The ¾ ton 2500 HD Full Crew Cabs must be a 2017 model year, comply with the minimum specifications as set forth in this document, and be provided within a reasonable delivery time (to be determined by Jackson County). Bids will be considered for vehicles located within the dealer's inventory, ordered from manufacturer, or secured by dealer through a vehicle location process. The most responsive bid will be one that provides the County with a cost effective vehicle purchase price and reasonable estimated delivery time. The successful bidder will receive a purchase order as confirmation of the County's bid award.

B. VEHICLE SPECIFICATIONS

Jackson County will accept the following model/make of vehicles based upon the minimum specifications listed:

2017 3/4 ton 2500 HD Full Crew Cab-4X4

Required quantity: Seventeen (17)

Model: 2017, new

Vehicle shall be standard factory equipped, but not limited to:

Exterior Color-Cardinal red

Interior-Jet Black/Dark ash

Box-Short Box

Engine-V8-Minimum 300 Horsepower SFI E-85 Compatible, Flex fuel

Suspension Package- Independent front suspension for ride quality

Transmission-6-Speed Automatic, Heavy Duty, Electronically Controlled

GVWR- 9500 LBS

Four Wheel Drive

Transfer Case, with floor mounted shifter

Rear Axle- 4.10 Ratio

Brakes-4-Wheel antilock, 4-Wheel disc with Dura life brake rotors

Exhaust-Aluminized stainless-Steel muffler and tailpipe

Battery- 730 Cold-Cranking Amps, Auxiliary

Alternator- 220 Amps

Daytime Running Lamps with automatic exterior lamp control

Snow plow prep package

Class- Work Truck Preferred

Tires-LT 265/70R17E All-Terrain, Black wall paint scheme
Wheels-Aluminum
Seat Type- Front-40/20/40 Split Bench, 3 Passenger, Driver and Front passenger recline
Seat Trim- Jet black/Dark Ash, cloth seat trim
Audio System- 7 inch Diagonal color touch screen Am/FM
Trailer Brake Controller, Integrated
Trailer Equipment-Heavy Duty
Led Lighting, Cargo box with switch on center switch blank
Mirrors-Outside heated power-adjustable vertical camper upper glass, manual-folding and extending, black
Door Handles- Black
Mirror-Inside rearview auto-dimming
Glass-Deep Tinted
Bluetooth for phone, personal cell phone connectivity to vehicle audio system
Remote keyless entry
Power outlet, 110-volt AC
Up fitter Switches, (4)
Rear Vision Camera
Bumper- Front Chrome
Corner step rear bumper-Chrome
Grille surround, Chrome
Headlamps- High intensity discharge (HID) projector-beam
6 inch Black Steel Step bars
Spray-On bed liner
Floor Covering-Graphite-Colored rubberized-Vinyl
Instrumentation, 6-Gauge cluster featuring speedometer, Fuel Level, Engine Temperature, Tachometer, Voltage and Oil Pressure
Driver informational center
Windows- Power with driver express up and down and express down on all of the windows
Door Locks-Power
Cruise Control-Steering wheel mounted
Air Conditioning-Single Zone
Recovery Hooks, Front, Frame Mounted, black
Cargo Tie Downs (4)

C. ADDITIONAL REQUIREMENTS:

The awarded vehicle must comply to the following criteria:

1. All vehicles shall be delivered to Jackson County Department Of transportation, 2400 N. Elm, Jackson MI 49201 and are subject to inspection prior to acceptance of delivery.
2. Manufacturer's window sticker shall remain on vehicle.
3. Provide odometer certification.
4. Vehicle shall have a minimum of 4 gallons of gasoline at delivery.
5. Provide all necessary operations manuals in each vehicle.
6. Two (2) sets of keys upon delivery.
7. No dealer advertising decals are to be on vehicle.
8. Total per vehicle price shall include license/title fee.
9. Dealer will not add sales tax. Jackson County is exempt from sales tax.

13. CONTENTS OF BID

- A. Detailed Description of Vehicle Proposed (*additional sheets/attachments acceptable*)
- B. Completed Attachment A (*Non-Collusion Affidavit*)
- C. Completed Attachment B (*Certificate for Execution*)
- D. Completed Attachment C (*Bid Sheet*)

If submitting multiple vehicles for consideration, submit one bid sheet for each vehicle.

14. BID EVALUATION CRITERIA

It is the intent of Calhoun County/Jackson County to conduct a comprehensive, fair and impartial evaluation of the bids received in response to this Request For Bid. The bid selected will be that response deemed most advantageous to Calhoun County/Jackson County, based on the following criteria:

1. Pricing
2. Compliance to specifications
3. Acceptable delivery
4. Location of dealership

ATTACHMENT A

NON-COLLUSION AFFIDAVIT

The bidder, by its officers and authorized agents or representatives present at the time of filing this proposal, being duly sworn on their oaths, say that neither they nor any of them have in any way, directly or indirectly, entered into any arrangement or agreement with any other bidder or with any public officer of such County of Calhoun, Michigan, whereby such affidavit or affiant or either of them has paid or is to pay to such other bidder or public officer any sum of money, or has given or is to give to such other bidder or public office anything of value whatsoever, or such affidavit or affiant or either of them has not directly or indirectly entered into any arrangement or agreement with any other bidder or bidders, which tends to or does lessen or destroy free competition in the letting of the contract sought for by the attached proposal, that no inducement of any form or character other than that which appears on the face of the proposal will be suggested, offered, paid or delivered to any person whomsoever to influence the acceptance of the proposal or awarding of the contract, nor has this bidder any agreement or understanding of any kind whatsoever, with any person whomsoever to pay, deliver to, or share with any other person in any way or manner, any of the proceeds of the contract sought by this proposal.

COMPANY:

BY: _____
(signature)

NAME: _____
(type or print)

TITLE: _____

DATE: _____

ATTACHMENT B

CERTIFICATE OF AUTHORIZATION FOR CONTRACT EXECUTION

This certificate shall be executed by some officer of the Corporation other than the one who signed the foregoing bid. Before executing, please note the last paragraph of this certificate.

I, _____, certify that I am the _____ of
(official corporate title)
the corporation named contractor herein: that _____ who
signed the foregoing bid on behalf of said corporation was then
of said corporation; that said bid was duly signed for on behalf of said
corporation by authority of its governing body and is within the scope
of its corporate powers.

SIGNED: _____

TITLE: _____

FIRM: _____

DATE: _____

INCLUDE CORPORATE SEAL OR NOTARIZE BELOW

In lieu of the foregoing certificate, there may be attached to the bid a copy of that portion of the records of the corporation as will show the official corporate character and authority of the officer signing. Such copy shall be duly certified by the secretary or assistant secretary under the corporate seal to be true copies.

ATTACHMENT C - BID SHEET
RFB#120JX-16
2017 ¾ ton 2500 HD Full Crew Cab

Make/Model/Year of Vehicle _____

Color Interior/Exterior _____

TOTAL PRICE \$ _____

(Price stated in words) \$ _____

Circle one: inventory dealer locate factory order

ETA from order confirmation:

INCLUDE WITH BID A COMPLETE LIST OF STANDARD AND OPTIONAL EQUIPMENT AND OPTION PRICING.

Dealership name: _____

Dealership address: _____

Sales Representative: _____

Telephone: _____

Email: _____

Authorized Signature: _____

Date: _____

Vehicle delivery shall be coordinated with Jackson County DOT. The above named vendor does hereby offer to perform such services and/or supply said products for the County of Jackson the type and quality and in the manner described, subject to and in accordance with the terms and conditions set forth in this document and at the price stated above.

If submitting more than one vehicle for consideration, each vehicle must be submitted on a separate bid sheet.

BIDS SHALL REMAIN VITAL FOR 30 DAYS FROM BID DUE DATE

(extra sheet provided for your use)